

# COMMISSION COMMENTS

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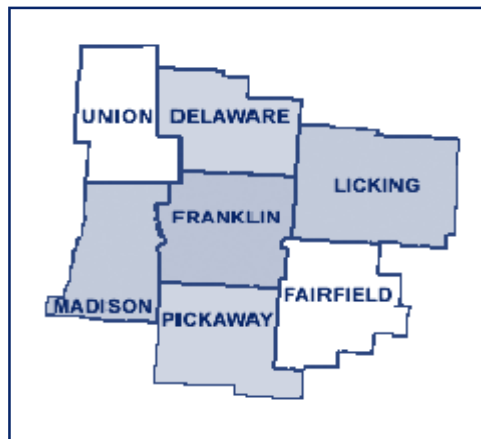
## RESIDENCY AND SENATE BILL 82

The Ohio General Assembly recently passed Senate Bill 82 regarding residency requirements of political subdivisions. The law generally prohibits political subdivisions from requiring their permanent full-time employees to reside in any specific area of the state. However, the law does allow a political subdivision to require their employees to reside in the county where the political subdivision is located or in an adjacent county.

The City of Columbus' residency requirement is consistent with the provisions of Senate Bill 82. The Charter of the City of Columbus, Section 158-1 states:

*Unless otherwise specifically provided by this Charter, all employees in the unclassified service and in the competitive class of classified service of the City shall at all times, during their employment, maintain their residence within the boundary lines of the County of Franklin or within the boundary lines of the counties that border on the County of Franklin...*

The City's requirement is broader than other major cities in Ohio, e.g. Akron, Cleveland, Dayton, Toledo and Youngstown, that require their employees to live within the city limits. The City of Cincinnati requires its employees to live within the borders of Hamilton County.



These residency requirements have been adopted by cities, counties, and villages for a variety of public policy reasons. One important reason is that public employees, including safety forces, must be able to respond quickly to emergencies and disasters. Employees also become more familiar

with local neighborhoods and have a sense of pride in serving the community where they live. It is also beneficial to the local economy to have employees spending their earnings in the area where they work and live.

The Ohio Constitution grants the power of self-government to municipal corporations, and Senate Bill 82 may violate these "home rule" provisions. The law also attempts to overturn the popular vote of the people of many of Ohio's municipalities since charter amendments occur as a result of local elections. Because some municipalities residency requirements result from negotiated labor agreements, this law also interferes with the collective bargaining process.

Unclassified and classified employees in competitive job classes in the City of Columbus must meet the Charter's residency requirement. The City intends (continued on page 2)

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**"Only those  
who dare to  
fail greatly  
can ever  
achieve  
greatly."**

**- Robert F.  
Kennedy**

## RESIDENCY AND SB 82

(continued from page 1)

to continue to enforce the requirement and the Civil Service Commission will continue to investigate residency violations. Employees who are considering moving are cautioned to ensure that they will continue to meet the residency requirement because failure to do so will result in being placed on unpaid administrative leave and may result in discipline, including termination.

## CSC & DOT STAFF WIN MAYOR'S AWARD

On March 16, 2006, several Civil Service Commission employees and a Department of



Technology employee received the Mayor's Employee Suggestion Bronze Award for a program that is saving the City money. Michael Eccard, Margaret Melfi, Sonya Moore, Denise Nappier, Tammy Rollins, and Gloria Urban of the Commission, and Paul Newman of the Department of Technology, received this award for working together to develop an automated method for processing step increases for bargaining unit employees. Congratulations!

## POLICE PROMOTIONAL EXAMS

Many police personnel are making an extra effort to study in preparation for the upcoming police promotional examinations. In May and June of 2006, the Civil Service Commission will be administering exams for Police Lieutenant and Police Commander. Only those currently in the job classes of Police Sergeant and Police Lieutenant who meet the minimum qualifications are eligible to apply. The examinations consist of multiple phases ranging from multiple-choice and written work sample exams to oral exams. Knowledge of policy and procedures contained in Division of Police manuals as well as other job-related textbooks are tested. Those successfully completing all phases of the examination process will be placed on the promotional eligible lists which are scheduled for release in July of 2006.

## DID YOU KNOW?

In 2005, the Commission completed the administration of 113 exams: 57 open-competitive, 19 promotional, 7 qualifying noncompetitive, and 30 special recruitment exams requested by the City Departments. Over 9,700 applications were filed for the exams completed in 2005.

## CLERICAL EXAMS

City Council recently approved a Memorandum of Understanding (MOU) between the City and AFSCME regarding job classes impacted by the Commission's clerical consolidation project. The Civil Service Commission conducted information sessions in March with those employees whose job classes were involved.

Listed below are the pay ranges assigned to these job classes after the negotiation of this MOU.

Fiscal Assistant I	12 to 24	(\$11.20-\$19.02)
Fiscal Assistant II	15 to 26	(\$12.25-\$19.97)
Mail Clerk	10 to 18	(\$10.77-\$16.85)
Office Support Clerk	10 to 17	(\$10.77-\$15.93)
Office Assistant I	12 to 23	(\$11.20-\$18.63)
Office Assistant II	15 to 24	(\$12.25-\$19.02)

The City is currently negotiating with the CMAGE bargaining unit regarding the remaining job classes affected by this project. Once an agreement has been reached, the Commission will notify affected employees and will schedule information sessions.

The Commission staff has developed new examinations for these administrative support classifications. Applications were accepted in March for seven new exams including Fiscal Assistant I, Fiscal Assistant II, Mail Clerk, Office Support Clerk, Office Assistant I, Office Assistant II, and Office Assistant III. These exams will be administered in the second quarter of 2006.

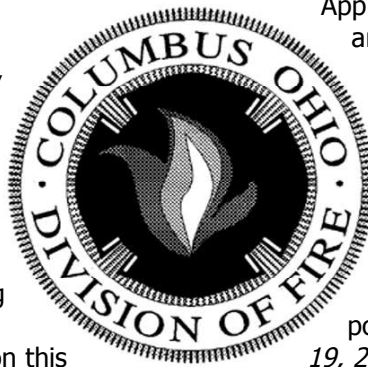
It is important to note that there are now different exams for each of the administrative support job classes. In the past, applicants were able to take a single core exam that tested general abilities and was used for multiple job classes. While the new exams still assess some of the same general abilities, and there are some elements common to multiple exams, there is a separate exam for each job class. Each exam is designed to measure knowledge, skills, and abilities specific to the given classification.

The names of those applicants who pass the exams will be placed on eligible lists that are effective for two years. Any new job openings during that time period will be filled with names from these eligible lists.

If you are interested in testing for these positions in the future, please complete a Job Interest form on the Commission's website at [www.csc.columbus.gov](http://www.csc.columbus.gov) or call (614) 645-8369 to request a Job Interest Packet be mailed to you.

## 2006 FIREFIGHTER EXAMINATION

Have you been waiting for the entry-level **Firefighter Examination**? The wait is over! If you are at least 17 ½ years of age, have a valid and current driver's license, and are a current United States citizen, you meet the minimum qualifications for the examination. Note: you must possess a high school diploma or G.E.D. at time of appointment. Prior experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, don't miss out on this opportunity!



Applications will be accepted between April 24 and May 12, 2006, and may be submitted online at [www.csc.columbus.gov](http://www.csc.columbus.gov), in person, or by mail at 750 Piedmont Road, Columbus, Ohio 43224. Please note that applications will NOT be accepted at the Commission's main office located at 50 West Gay Street. Be sure to submit your application, whether online, in person, or by mail no later than *May 12, 2006*. Mailed applications must be post-marked by May 12 *and received by May 19, 2006* (the Commission is not responsible for delays caused by the US Postal Service).

The Division of Fire has an extensive three-year Journeyman Firefighter program that prepares men and women for the challenges involved in emergency situations. The Division of Fire has a strong focus on initial training as well as continuing education, which gives the City of Columbus one of the best Fire Divisions in the nation. The rewards for this profession are immeasurable!

The application packet and the website will contain important information regarding the testing process, including dates for information sessions. Additionally, a study guide is provided to help prepare for the examination. The examination has multiple phases, consisting of a multiple choice exam, an oral board, and a physical capabilities test.

For more information on this examination, call our Fire Employment Line at (614) 645-0879.

## CITY GOVERNMENT AT YOUR FINGERTIPS: 311 CALL CENTER



In January of this year, Columbus Mayor Michael Coleman unveiled the new Columbus 311 Call Center. The 311 Call Center is for non-emergency calls, such as reporting potholes, burned out street lights, high grass, and other concerns. "This is one easy number to call with all your non-emergency concerns and questions," Mayor Michael B.

Coleman said. "This is City government at your fingertips."

Under the 311 system, the progress of each service request will be tracked through an enhanced database. Each caller receives a tracking number and can check the status of their concern on the City's website ([www.columbus.gov](http://www.columbus.gov)), or by calling back to the 311 Call Center. The 311 Call Center helps the City be more efficient by expediting the delivery of City services by routing requests electronically to the agencies to schedule and perform the work, and by tracking the progress of scheduled work or other actions to avoid delays. Cell phone users and non-SBC/AT&T customers can access 311 by calling (614) 645-3111.

In order to assist in staffing the new 311 Call Center, the Civil Service Commission administered an examination for 311 Service Representative I in December 2005. A total of 439 applications were received for the exam: 74 were rejected for not meeting the minimum qualifications, 365 applicants were scheduled to take the exam, 144 did not show up for the test, and 70 failed the exam. One hundred and fifty-one candidates passed the exam and were placed on the eligible list; six of those candidates have since been appointed to the position of 311 Service Representative I.

The 311 Service Representative I eligible list is valid for two years, and will expire in December 2007. If you are interested in taking the examination for this position in the future, please complete a Job Interest form on the Commission's website at [www.csc.columbus.gov](http://www.csc.columbus.gov), or call (614) 645-8369 to request a Job Interest Packet be mailed to you.

## Civil Service Commission

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**[www.csc.columbus.gov](http://www.csc.columbus.gov)**

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## REINSTATEMENTS

Did you know that the Civil Service Commission Rules allow former employees to apply for reinstatement to an eligible list? If you resign from the City of Columbus, you may request reinstatement to the eligible list from which you were appointed. In order to be eligible for reinstatement, you must have received an original or promotional appointment to your former position. Civil Service Rules also require that you make your request within one year of separation of City service. Current City employees may request reinstatement beyond the one-year limit if it is for a classification they served in as part of their continuous city service.

In order to be approved for reinstatement, you must have left in good standing. The department or division would have noted whether or not you were in good standing on your termination paperwork. One factor which determines "in good standing" is giving sufficient notice before you resigned.

Individuals who receive a probationary termination are also able to apply for reinstatement within one year of termination. An employee could resign or be terminated from one department and still want to be considered for positions with other departments. The Commission will determine if the employee receiving a probationary termination is suitable for appointment to another position in the job class.

After the Commission staff reviews your reinstatement request, you will receive a notice by mail of the decision. If your request is granted, your name will be reinstated at the top of the eligible list for a period of one year. Your name will be certified by the Commission for any vacancies that occur in that class during that year. City agencies are not required to hire those individuals on the reinstatement list, but have the opportunity to consider them along with other applicants on the list.

If you resign and no longer work for the City, you are only permitted to request one reinstatement per job class. With continuous City service, you may request reinstatement more than one time. In order to be considered for reinstatement, you must make a written request to the Civil Service Commission by sending a letter or fax, or by completing a *Request for Reinstatement* form available on the Commission website at [www.csc.columbus.gov](http://www.csc.columbus.gov) or at the Applicant and Employee Services counter at the Commission's downtown offices at 50 West Gay Street.

The Civil Service Commission Staff would like to welcome our newest employee Joel Gunn! Joel is working in Police and Fire testing in our Classification and Selection Unit. Welcome aboard Joel!